



**ENGINEERING MANAGER/  
CITY ENGINEER**  
City of **Elk Grove, California**

Recruitment Services Provided By



An aerial photograph of a modern, multi-story community center building at dusk. The building features large glass windows and a brick facade. The entrance area is illuminated, and the words "COMMUNITY CENTER" are visible above the glass doors. In the foreground, there is a paved plaza with a long, low, rectangular planter box containing a row of warm white lights. Several people are walking on the plaza, and there are red tables and chairs set up. The background shows a residential area with apartment buildings and trees under a twilight sky.

## The Opportunity

The City of Elk Grove offers an outstanding career opportunity for a talented professional engineer to oversee design engineering in this cutting-edge city. The next Engineering Manager/City Engineer will play a key role by working with the Development Services Director and other City leaders to forge a smart growth path toward Elk Grove's future.

# About Elk Grove

In 1850, Elk Grove was established as a hotel and stagecoach stop. Located south of historic Sutter's Fort, it became a crossroads for business, entertainment, mail service and agriculture and acted as home base for gold miners in nearby communities. After it played its part in the early gold rush and statehood history in California, a close-knit community evolved with a distinctly rural and western lifestyle. Despite its proximity to California's capital city, Elk Grove remained quietly independent of Sacramento's growth and development as it expanded into adjoining countywide areas until the 1980's.

Today, Elk Grove is a diverse, vibrant, and family-friendly community of approximately 178,000 people in the Sacramento, California region, located 14 miles south of the State Capitol and 60 miles east of the Bay Area. In addition, the beautiful Sierra Nevada mountains, several wine country regions, and countless other nearby amenities offer endless day-trip opportunities. Elk Grove is a young, ethnically diverse, modern city that was the first city in California to incorporate in the 21st Century (July 2000). The city is known for its low crime rate, excellent schools, over 100 community parks and 28 miles of trails, plentiful dining and shopping options, numerous annual events and festivals, and over 270 sunny days per year.

The city is home to an entrepreneurial spirit and a superior quality of life, offering everything from starter homes to ranch estates where families can put down roots. Opportunities to participate in youth sports and countless other outdoor activities abound in Elk Grove. The City is exceptionally proud of District56, a City facility that encompasses an award-winning aquatics complex and many other community-centric amenities. Elk Grove is a city with small town roots that boasts a proud heritage and bright future.



## DEMOGRAPHIC INFORMATION

Age	Percentage of Pop.
<18 years	26.7%
18-64 years	60.8%
65+ years	12.5%
Education Level	Percentage of Pop.
High School Graduate or Higher	90.9%
Bachelor's Degree or Higher	7.1%

Race	Percentage of Pop.
White	33.1%
African American	11%
American Indian or Alaska Native	0.6%
Asian	29.5%
Hawaiian or Pacific Islander	1.7%
2 or More Races	11.4%
Hispanic or Latino	18.7%





## City Government

Elk Grove is a general law city under the laws of the State of California and operates under the Council-Manager form of governance. Elk Grove's Mayor is elected city-wide every two years, while its City Council members are elected by-district every four years. The City Council and staff enjoy a strong partnership built on mutual trust and respect. This unique relationship provides the foundation for an exceptional City government. Elk Grove operates its own Development Services, Public Works, Human Resources, Information Technology, Finance, Economic Development, Animal Shelter, and Police Department, and is also served by the Elk Grove Unified School District, and the Cosumnes Community Services District which provides fire and emergency medical, along with parks and recreation services.

The City Manager leads an organization of 486 full-time equivalent staff (FTE) and a FY24-25 General Fund budget of \$120.7 million (including Measure E, the City's 1% sales tax). The total FY budget including Capital Improvement Projects (CIP) is \$374 million. The City is exceptionally strong financially, with robust and growing reserve funds, PERS pension funding in the top 10% among all local governments in the State and a new 1% sales tax approved by voters in 2022. This financial strength allows the City to pursue unique and transformational projects, support the career growth and development of staff, maintain a highly competitive compensation system that allows the City to recruit and retain a diverse and talented workforce and invest in programs, services and infrastructure that support a superior quality of life and thriving business environment.

The vision of the City is as follows

*Elk Grove prioritizes a superior quality of life for all, that builds upon the community's diversity and heritage through safe, welcoming, and connected neighborhoods, with a variety of residential, educational, and employment choices and amenities that create a sense of place.*

# The Development Services Department

The Development Services Department is led by the Development Services Director and is assisted by an Assistant Director. The next Engineering Manager/City Engineer will lead a team of approximately 4 engineering staff and will work alongside the Housing and Public Services Manager, Code Enforcement Manager, and Planning Manager who are all charged with leading their respective teams within the Development Services Department.

The Department promotes safety, livability, and economic vitality through the efficient and collaborative application of permitting processes, housing programs, zoning administration, and code enforcement. The Development Services Department consists of 30 FTEs supported by approximately 26 contracted positions and has a FY 24/25 budget of \$38.5 million. The City prides itself on the high quality of life it offers to residents. The Development Services Department is critical to its success by supporting high quality and well-designed private development projects, an active and well-funded code enforcement team, and responsive and innovative housing and homelessness programs.

Given the rapid growth of the City of Elk Grove since its inception and its anticipated future growth, the Development Services Department and its next Engineering Manager/City Engineer will play key roles in planning, designing, and implementing many important projects that will impact the safety, well-being, and overall quality of life for those who live, work, and play in Elk Grove. The City's current growth rate is strong and stable with an average population growth of between 1-2% over the past 10 years. The City expects this growth rate to continue in future years with several planned annexation areas currently in various planning stages.

 **38.5M**  
Operating Budget

 **30FTE**  
Employees



# The Position

Reporting to the Development Services Director and Assistant Director, the Engineering Manager/City Engineer is responsible for managing the day-to-day operations of the Engineering Division of the Development Services Department. This position requires a hands-on manager who will be actively involved in processing development applications and ensuring compliance with City policies, standards, and best practices. Some of the general duties of the Engineering Manager/City Engineer include:

- Managing the Engineering Division in the Development Services Department and exercising supervision over supervisory, professional, technical, and administrative support staff.
- Developing and implementing policies and procedures for the assigned division team, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments, along with external agencies.
- Recommending changes in codes to resolve design and interpretation problems and to accommodate and control new design concepts; and providing technical review and recommendations on code modifications.
- Serving as the delegated City Engineer for processing of development applications.

- Overseeing the review, evaluation, and approval of complex, commercial, industrial, and/or residential building construction plans, specifications, and engineering reports for conformance with civil design, grading, and other applicable codes, ordinances, and accepted design and construction practices; identifying discrepancies, deficiencies, and documenting correction items; and making approval recommendations as needed.
- Applying advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served.
- Preparing and presenting staff and agenda reports and other necessary correspondence related to assigned activities and services, along with presenting to various commissions, committees, and boards.
- Attending and participating in professional group meetings; staying abreast of new trends and innovations in civil engineering; and researching emerging products and enhancements and their applicability to City needs.
- Receiving, investigating, and responding to difficult and sensitive problems and complaints in a professional manner; and identifying and reporting findings and taking necessary corrective action.





## Challenges & Opportunities

The next Engineering Manager/City Engineer will experience career-enriching opportunities and challenges in which to excel that include the following:

- The Engineering Manager/City Engineer will have the opportunity to bring new ideas and vision to the Development Services Department and City organization. The successful candidate will similarly be challenged with examining processes and systems in their assigned department to seek efficiency and creative innovative approaches to getting work accomplished.
- Transition of the Development Engineering Division from consultant services to in-house operation, including hiring a team of five direct reports to fully develop the program.

# Ideal Candidate

The ideal candidate for the position of Engineering Manager/City Engineer will possess certain traits and experiences that will lead to success:

- A collaborative, inclusive style is essential for the next Engineering Manager/City Engineer. The successful candidate will join a high performing team that appreciates collaboration and public service.
- The ideal candidate will possess a strong customer service orientation.
- A relationship builder with strong team orientation is necessary for success in Elk Grove.
- Demonstrated experience in processing applications, entitlements, and overseeing engineering services (currently under contract) would be beneficial.
- A candidate who approaches challenges as opportunities, demonstrates resiliency, and seeks innovation and creativity in problem solving is desired.
- The successful candidate will possess contemporary management skills; however, the City is open to less experienced managers who bring a willingness to learn and grow in this important area.
- A positive attitude and enthusiasm for strengthening the organization and supporting the City's mission to improve the quality of life for all Elk Grove residents is integral.
- A dynamic leader, mentor, and role model for the organization with high emotional intelligence, integrity and trust would be valued by the City.
- Strong civil engineering experience, along with time management and project management skills are essential.







## Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; however, the most qualified candidates will possess the following:

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a directly related field.

**Experience:** Five (5) years of increasingly responsible professional civil engineering experience, including two (2) years of lead or supervisory experience.

**Licenses and Certifications:** Possession of a valid registration as a Civil Engineer issued by the State of California.

# Salary & Benefits

The annual salary range for the Engineering Manager/ City Engineer is **\$137,412 - \$184,160**, with placement made depending upon experience. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Signing Bonus:** This position is eligible for a \$10,000 signing bonus.
- **Retirement:** CalPERS retirement is dependent upon hire date with the City of Elk Grove and/or status with a reciprocal Public Retirement System. Classic members in CalPERS receive 2% at 55 and new or PEPRA members receive 2% at 62.
- **Insurance:** The City participates in the CalPERS Health Plan and provides a monthly City contribution up to \$2,390 (2024 rate for family coverage) that an employee may apply toward premiums for medical insurance. Dental and Vision premiums are paid 100% by the City. The City also offers cash-in-lieu of medical insurance.
- **Annual Leave (vacation/sick):** Upon hire, new employees receive 176 hours annually, which equates to 6.77 hours per pay period. Accrual increases with each 5-year service increment. Cash out options are available.
- **Holidays:** Twelve (12) paid holidays per year and sixteen (16) paid floater hours per year.

- **Administrative Leave:** Eighty (80) hours provided annually with cash out options.
- **Deferred Compensation:** 457(b) plan, 401(a) employer match up to 4% - 1 year vesting period.
- **Health Retirement Account:** City provided defined contribution program is \$200 per month, for IRS-eligible medical expenses upon retirement.
- **Cellular Phone Allowance:** \$100 per month.
- **Vehicle Allowance:** \$300 per month.
- **Social Security:** The City does not participate in the FICA portion of Social Security.
- **Life Insurance:** The City provides life insurance at 1x base salary with a minimum of \$50,000 and maximum of \$300,000. Supplemental life insurance is also available for purchase.
- **Income Protection Benefits:** The City provides short- and long-term disability insurance and paid family leave benefits.
- **Wellness Program:** On site wellness coordinator and multiple available wellness classes provided by the City.
- **Relocation Assistance:** Up to \$5,000 reimbursed for eligible expenses.
- **Flexible Scheduling:** The City offers a 9/80 schedule and teleworking options.





# Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

This recruitment will be handled with strict confidentiality until finalists have been identified. References will not be contacted until mutual interest has been established.

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100.

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100.

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